

ACADEMIC ADVISING AT-A-GLANCE

Essential Steps for Academic Advisors

Save this infographic as a quick reference for basic academic advising tasks, broken down into steps that you can use each semester to assist students in meeting their academic goals.

Please note that there is more than one correct way to advise a student; these tips are to help you get started, and you can use the available advising resources to develop your specific advising style.

1 IDENTIFY ADVISEES & ACCESS THEIR INFO

Use a tool, such as Argos or DSU Online Services, to generate a list of your assigned advisees. Lists generated through these tools also show additional info needed to meet your students' needs.

For more detailed info about technology tools for advisors, visit www.deltastate.edu/advising.

2 MAKE CONTACT EARLY & OFTEN

Make initial contact with your advisees to establish a connection and show them you are present. Send strategic "nudges" throughout the semester to offer support & resources. Mid-term and pre-registration are great times to make contact!

3 DETERMINE HOW TO SET APPOINTMENTS

Determine how you would like your advisees to set appointments with you, and communicate your preferences to them early. Online appointment schedulers sync with your Outlook calendar and streamline the process!

4 FACILITATE ACADEMIC ADVISING SESSIONS

In each advising session, aim to be attentive and empathetic to your students' needs. The [Academic Advising Resource Guide](#) contains several approaches you can use to coach, guide, and support your advisees during sessions.

5 MONITOR GRADES & ACADEMIC STANDING

Use the above mentioned tools to check advisees' mid-term and final grades, and reach out to offer support as needed. Also, recognize the achievements of those with higher GPAs.

Note: Students in academic hardship can enter the Academic Recovery Counseling (ARC) program by contacting Darla Poole at dpoole@deltastate.edu.

6 ADDITIONAL STEPS TO CONSIDER:

- Maintain openness and availability
- Explain expectations clearly
- Identify and engage at-risk students
- Connect them with support resources
- Assist with common issues such as time management and study skills
- Attend athletic events, recitals, concerts, campus events, etc.

ACADEMIC ADVISING RESOURCES

Click each title for more info.

[Academic Advising Services, Division of Student Success Center](#)

[Academic Advising Resource Guide](#)

[Academic Maps](#)

[myDSU Faculty & Staff Portal](#)

[DSU Registrar's Office](#)

[National Academic Advising Association \(NACADA\)](#)

